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MANAGEMENT STAFF, DD/S

FUNCTION AND WORK ACCOMPLISHMENT, 1 JULY 1955 - 31 DECEMBER 1955

The Management Staff administers the Agency's Management Program, develops and recommends plans, programs, policies, and procedures designed to improve management and efficiency throughout the Agency; and renders appropriate support and advice related thereto. The following five staff components comprise the organizational structure of the Management Staff:

1. Organization and Methods Staff

The Organization and Methods Staff examines organizational structure, functions, methods, and procedures, together with the requisite staffing needs and submits findings and recommendations to the DD/S or heads of components.

An O&M Staff of ☐ professional and ☐ clerical employees perform this function.

ACCOMPLISHMENT DURING THE FIRST HALF OF FY 56 IS AS FOLLOWS:

a. T/O Review, Analysis and Processing

☐ T/O changes were processed during the first half of FY 1956 by the O&M Staff, DD/P Area. Included in this number were ☐ T/O changes representing proposals which received extensive review, analysis and study. For example, this staff participated in the reorganization of five major DD/P staffs and divisions involving approximately ☐ positions. ☐ T/O requests were processed during the first half of FY 1956 by the O&M Staffs (DD/S and DD/I Areas), including reorganization of four divisions and the establishment of one new division.

b. Management Studies

Seven major management studies were completed during this period in the DD/P Area. Indicative of this type of study is the ☐ costs between Washington, D. C. and ☐ Recommendations adopted result in estimated savings to the Agency of over \$196,000 per year through cost reductions in commercial transportation, per diem and personnel salaries. Nineteen major studies were completed during this period in the two areas, DD/I and DD/S. The studies, which were usually conducted in collaboration with operating personnel, have resulted in operating economies and organizational and procedural improvements, of which a few illustrations are as follows:

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- (1) Tightening up of Special Register, OCR, organization, including abolishment of two sections.
- (2) Establishment of production control and improved procedures in the Printing Plant, OL, eliminating a two-month backlog with one less employee.
- (3) Reduction of approximately 250 overtime hours per month (costing \$750 per month) in the [ ] Office of the Comptroller, due to functional and procedural changes.
- (4) Work simplification, improved procedures, and revised work schedules in the Dissemination and Control Branch, OSI, permitted transfer of two slots and elimination of overtime costing approximately \$6,000 per year.
- (5) Standardization of simplified document handling procedures in OSI, eliminating backlog and overtime, and speeding up deliveries.

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## 2. Business Machines Service Staff

Chief of the Business Machines Service acts on an Agency-wide basis as technical advisor on the application and utilization of business machines and related equipment; approves purchase or lease of new equipment; conducts research in relation to new machines, techniques and applications and makes recommendations arising therefrom.

[ ] officers on this staff.

EXAMPLES OF ACCOMPLISHMENT DURING THE PERIOD 1 JULY 1955 THRU 31 DECEMBER 1955 ARE AS FOLLOWS:

- a. Directed the initial installation of IBM equipment and Flexwriters to service the Records Integration Division, Foreign Intelligence Staff operational needs. When this installation is in full operation, it is estimated that [ ] employees with an annual salary of [ ] will be made available for other assignments in the Agency.
- b. Surveyed Agency insurance and claims procedures; recommended and secured acceptance of the use of National Cash Register equipment with a resultant saving of two clerical positions and additional system benefits.
- c. Devised tentative procedures for mechanizing the preparation and maintenance of personnel records. Set up pilot installation in Personnel Branch, Far East Division. It is anticipated that these procedures will be adopted Agency-wide resulting in greater speed and economy in processing personnel actions.

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### 3. Records Management Staff

The Records Management Staff is responsible for directing the Agency's records management program consisting of the following elements:

- a. Records Disposition - The economical and systematic disposition of Agency records including preservation, transfer and disposal according to approved schedules;
- b. Vital Materials - Selection and transfer to a repository of those records essential to the operation of the Agency during an emergency;
- c. Record Systems - Application of improved systems and equipment to facilitate record operations;
- d. File Standards - Development of standard procedures, equipment and supplies for file maintenance;
- e. Forms Management - Analysis design and identification of forms;
- f. Correspondence Management - Application of improved style standards and procedures for preparation and handling of correspondence;
- g. Reports Management - Analysis, improvement of administrative reporting.

These programs are administered on a decentralized basis through area programs covered by policies and instructions issued by the Records Management Staff.

The staffing complement of this Staff consists of  of which are concerned with clerical and stenographic work.

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ACTIVITY IN ALL PHASES OF THE RECORDS MANAGEMENT PROGRAM RESULTED IN SUBSTANTIAL MONETARY SAVINGS AND INTANGIBLE BENEFITS DURING THE FIRST HALF OF THE CURRENT FISCAL YEAR. THESE SAVINGS AND BENEFITS WERE ACCOMPLISHED BY:

- a. Transferring over 3,000 cubic feet of inactive records to the Records Center. This volume is equivalent to 394 four drawer, legal size safe cabinets with a present replacement value of \$123,716. (As of 31 December 1955, there were 21,723 cubic feet of Records Center holdings, equivalent to 2,715 safe cabinets with a replacement value of \$546,259.)
- b. Completing records disposition surveys covering 24,383 cubic feet of records in four major offices.
- c. Improving correspondence practices through the increased use of form and pattern correspondence and labor saving materials such as one-time-carbon preassembled tissue sets (Letterex).

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- d. Installing reports management programs in the DD/S and DD/I areas.
- e. Analyzing 681 existing and proposed forms for essentiality, functional uses, formats, and requirements for reprints.
- f. Installing improved filing systems in four offices.
- g. Developing schedules for the selection and deposit of vital materials.
- h. Conducting surveys to improve records systems in five offices.
- i. Reviewing requests of offices in the DD/S and DD/I areas for file space in the new building, which resulted in a net decrease of 4,365 sq. ft. from the total requested.

4. Regulations Control Staff

The Regulations Control Staff is responsible for (1) assisting in the general development of proposed regulatory issuances through advice and editing, (2) performing the coordination of proposed regulatory issuances, (3) recommending amendments, revisions or rescissions of Agency regulatory material, (4) supervising the distribution of regulatory issuances, and (5) maintaining official records of the coordination and authentication.

☐ employees are officers in this staff work; ☐ employees are engaged in secretarial and clerical duties.

THE LAST SIX MONTHS OF 1955 SAW THE FOLLOWING POSITIVE ACCOMPLISHMENTS:

- a. Drafts of regulatory issuances (to be published in the present regulatory system) providing for the revision or rescission of the Confidential Funds Regulations (except for three subparagraphs) have been received.
- b. Fifty-six notices of the obsolete series affecting the Offices of Personnel and Security have been rescinded.
- c. A complete index of all regulatory issuances was published. At the same time 232 new proposals for regulatory issuances were received and 104 were put out for Agency coordination. The discrepancy between these two figures represents the number of proposals which were still under discussion before being put into shape for Agency coordination.
- d. 148 regulatory issuances were printed and distributed during the final half of 1955.

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##### 5. Incentive Awards Staff

The Incentive Awards Staff is responsible for administration of the Agency Incentive Awards Program under broad policy and procedural guidance from the Agency Incentive Awards Committee, chaired by the Chief Management Staff. The Program is established in compliance with the Government Employees' Incentive Awards Act for the purpose of improving Agency operations and extending recognition to employees through the medium of incentive awards.

The Staff now stands at  officers,  administrative assistant, and  clericals.

ACCOMPLISHMENTS FOR THE PERIOD JULY THRU DECEMBER 1955 ARE AS FOLLOWS:

###### a. Superior Performance Awards

During this period seven performance awards were approved with a total of \$3,400 granted in cash awards. The Director presented four of these awards in October.

###### b. Employee Suggestions

During the period  employee improvement suggestions were received; final action was taken on  and the number of suggestions in process was reduced from . Five were approved for commendatory awards, and 32 were approved for cash awards totaling \$1,195. As an example, one suggestion to combine DMI coding and photo captioning in one form resulted in annual savings of \$4,500 for Photo Branch, Graphics Registry, OCR.

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